

**PREPARATION OF THE AGENCY STATEMENT  
OF EXPECTED SAVINGS, DUE SEPTEMBER 30, 1970,  
AS REQUIRED BY THE GOVERNMENT-WIDE STUDY TO IMPROVE  
FEDERAL REPORTING AND REDUCE RELATED PAPERWORK**

1. Agencies participating in the study will use the format set forth as Exhibit I of BOB Circular No. A-44, Revised.

| September 30, 1970<br>SUBMITTAL ON GOVERNMENT-WIDE<br>STUDY TO IMPROVE FEDERAL REPORTING<br>AND REDUCE RELATED PAPERWORK |                                |                             |
|--|--------------------------------|-----------------------------|
| Submitted By: <u>Department of Government</u>  |                                | Date: <u>9-25-70</u>        |
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| REPORTING<br>CATEGORY  | BASE PERIOD<br>(AS OF 1-1-70)  | SAVINGS GOALS               |
| Public Reporting:  |                                |                             |
| Number of Reports  | <u>300</u>                     | <u>15</u>                   |
| Cost of Reporting  | <u>1,700,000</u><br>(manhours) | <u>85,000</u><br>(manhours) |
| Interagency Reporting:   |                                |                             |
| Number of Reports  | <u>25</u>                      | <u>3</u>                    |
| Cost of Reporting  | <u>\$70,000</u>                | <u>\$3,500</u>              |
| Internal Reporting:  |                                |                             |
| Number of Reports  | <u>1500</u>                    | <u>80</u>                   |
| Cost of Reporting  | <u>\$65,000,000</u>            | <u>\$3,250,000</u>          |

2. Savings goals will reflect anticipated cost reductions in man-hours or dollars, as outlined in BOB Circular No. A-44 Revised, Paragraph 4b.

3. Performance and savings goals in public reporting requirements will be expressed as man-hours expended by the public in completing administrative forms and inquiries covered by the Federal Reports Act. All such forms and inquiries not classified "statistical", in the OMB semi-annual listing of approved reports, will be considered "administrative."

To determine public man-hour reporting requirements agencies may:

- (a) Refer to existing documentation such as attachments to Standard Form No. 83, "Request for and Notice of BOB Clearance Action."
- (b) Survey or sample man-hour costs by report and type of respondents.
- (c) Assign man-hour estimates for the completion of elemental parts of each report, times the number of respondents, times the annual submission frequency.
- (d) Combine any or all of the above methods or utilize other sources of information.

4. Performance and savings goals in interagency reporting will be expressed as dollar evaluations of the cost of reporting required of one agency by another. Anticipated savings in interagency reporting will be determined by requiring agencies but will reflect reporting costs sustained by responding agencies only.

To determine dollar evaluations of interagency reporting costs agencies may:

- (a) Refer to existing documentation which may be available within the requiring and/or the responding agency.
- (b) Use a report costing formula or method taking into account gathering and preparation man-hours, man-hour costs at the various levels concerned, machine costs, printing costs and any other significant costs.

5. Performance and savings goals in internal reporting will be expressed as dollar evaluations of the cost of "significant" internal reports and reporting systems, as defined in Attachment A to Transmittal Memorandum No. 1, BOB Circular No. A-44 Revised.

Agencies which do not have a comprehensive reports control program must precede any efforts at costing with an identification and measurement of the scope of their existing internal reporting systems.

In determining costs of internal reporting systems, man-hour costs associated with information gathering and reports preparation and utilization, in addition to machine time, printing costs, distribution costs and any other significant costs must be taken into consideration.

6. Projected man-hour and dollar savings goals identified by agencies in the attachment to the annual management improvement report due September 30, 1970, are subject to the savings goals requirements set forth in BOB Circular A-44 Revised.

Actual savings achieved, to be reported by agencies in the attachment to the annual management improvement report due September 30, 1971, are subject to the savings validation requirements also set forth in BOB Circular A-44 Revised.

Most agency total dollar savings goals will approximate or exceed the following:

$$\frac{\text{Agency budget}}{\text{Federal budget}} \times \$200,000,000$$

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Nature of mission particularly in the case of some of the smaller agencies, may require some departure from the above formula. In any event, man-hour and savings goals and savings accomplishments will be reviewed by OMB budget examiners for consistency with overall goals.

Both the projected dollar savings goals and the dollar savings actually achieved may become factors in subsequent Agency budget preparation and approval.

To assist agencies in meeting their goals for September 30, 1971, General Services Administration offers the following assistance:

. . . A handbook entitled Reports Management will be available in September 1970. The contents of this handbook will include the role of reports management, relation of management reports to the information universe, designing management reporting systems, developing reports directives and forms, cost of reporting, the reports control program and regulations on reports. This is one of a series of handbooks available on paperwork subjects.

. . . A two hour seminar for program managers will be available in October 1970. Entitled "Improving Federal Reports", this seminar includes orientation on the Government-wide Study to Improve Federal Reporting and Reduce Related Paperwork and the methodology of how to conduct the study.

. . . Workshops are available on a variety of paperwork subjects. Those which may be useful in carrying out this study include:

Modernizing Management Reports

Information Systems Design

Mechanizing Paperwork Systems

Source Data Automation

Forms Analysis and Design

Office Information Retrieval

. . . Consultation. Analysts from National Archives and Records Service, GSA are available to advise agencies on how to meet both the September 30, 1970 and the September 30, 1971 requirements of the study. Services of these analysts can be obtained by telephoning 395 (IDS 103) - 5710.